



Group Home Regulations (Summary)

1. Maximum of ten residents.
2. Must be at least 1,200 feet from another registered Group Home.
3. Facility is required to be licensed by a State of Arizona agency.

Group Home Registration Process

1. Contact the Planning Division at 480-644-4273 to see if your home meets the required 1,200 feet separation from another registered Group Home. (email: Mia.Lozano-Helland@mesaaz.gov)
 2. Submit a narrative with the proposed use of your home to the Planning Division Office at 55 North Center Street, 1st Floor. After approval of the use, you will complete a registration form and pay a \$250.00 registration fee plus 4% technology fee of \$10.00 for a total of \$260.00. Upon submittal and approval of these items you will then contact the Building Safety Division and the Fire Prevention Office for associated requirements.
 3. Contact the Building Safety Division at 480-644-4057 (or by email to: Bob.Sandoval@mesaaz.gov) to see if any modifications to your home will be required, or if a Certificate of Occupancy is required.
 4. Contact the Fire Prevention Office at 480-644-5174 (or by email to: Marcina.Sunderhaus@mesaaz.gov) to see what fire safety devices will be required of your home.
 5. Contact the Tax and Audit Office at 480-644-3359 (or by email to: Karen.Rounsborg@mesaaz.gov).
 6. Call the Fire Prevention Division at 480-644-2622 to schedule a fire inspection (have registration form available at inspection).
 7. After successful completion of the fire inspection and Fire Prevention approval signature, return the Group Home Registration form to the Planning Division. Call Planning 480-644-4450 for an appointment
 8. Upon completion of the above steps, submit any State of Arizona Zoning Clearance forms to the Planning Division for signature.
- * Failure to complete the above steps within the specified time period will result in the cancellation of your registration. If additional time is needed, please call the Planning Division for a time extension.**

Please notify the Planning Division if you cease operation of your group home.

AZ Dept. of Health Services – Licensing Services-Office of Assisted Living Licensing: 602-364-2639
AZ Dept. of Economic Security: 602-347-6340